

1 Article 6, Section 1-4, (B)(2) Revised Ordinances of Albuquerque, New Mexico 1994 (ROA
2 1994) requires that: “Reasonable notice shall be given to the public prior to any meeting of any
3 public board, commission or committee. At least once a year, each public board, commission or
4 committee shall determine what is reasonable notice to the public; provided that in no event shall
5 notice be less than the notice required for Council (i.e. Albuquerque City Council) meetings.”;
6 and

7 **Whereas**, the *Joint Air Quality Control Board Ordinance*, Chapter 9, Article 5, Section
8 1-3, (C) ROA 1994 and Bernalillo County Ordinances, Section 30-32(c), require that: “The
9 Board shall meet in public facilities with public seating available. The Board shall meet monthly
10 if a quorum is available unless a meeting is unnecessary or delayed for good reason. The Board
11 shall hold a minimum of six monthly meetings a year. Special additional meetings may be held
12 as needed. Notice of time, place and agenda of meetings shall be published according to the
13 requirements of law. Meetings, work sessions and hearings shall be open to the public.”

14 **NOW, THEREFORE, BE IT RESOLVED THAT THE AIR QUALITY CONTROL**
15 **BOARD HEREBY ADOPTS THESE PUBLIC NOTICE REQUIREMENTS WHICH ARE**
16 **CONSISTENT WITH THOSE OF THE ALBUQUERQUE CITY COUNCIL AS**
17 **ADOPTED ON SEPTEMBER 17, 2018 BY THE COUNCIL IN RESOLUTION R-18-68,**
18 **ENACTMENT NO. R-2018-062:**

19 **Section 1. Location of Meetings.** Meetings of the Albuquerque-Bernalillo County Air
20 Quality Control Board shall normally be held in the Vincent E. Griego Chambers, Basement
21 Level of the Albuquerque-Bernalillo County Government Center at One Civic Plaza NW, near
22 the intersection of 5th Street and Marquette Avenue NW, Albuquerque, New Mexico 87102, or as
23 indicated in the meeting notice.

1 **Section 2. Regular Meetings.** Meetings will be held each month on the date specified by
2 Air Quality Control Board resolution. Unless otherwise specified, regular meetings shall be held
3 each month on the second Wednesday of the month at 5:30 PM. The agenda will be available at
4 least seventy-two hours prior to the meeting from the Albuquerque-Bernalillo County Air
5 Quality Control Board Liaison, whose office is located in the Albuquerque-Bernalillo County
6 Government Center at One Civic Plaza NW, 3rd Floor, Room 3023, near the intersection of 5th
7 Street and Marquette Avenue NW, Albuquerque, New Mexico 87102. If practicable, a
8 preliminary draft agenda will be made available at least seven days prior to each meeting. The
9 agenda will also be posted on the Albuquerque-Bernalillo County Air Quality Control Board's
10 website at <https://www.cabq.gov/airquality/air-quality-control-board>.

11 **Section 3. Other Regular Meetings.** Notice of regular meetings other than those
12 described in Section 2 of this resolution will be given ten days in advance of the meeting date.
13 The notice will include a copy of the agenda or information on how a copy of the agenda may be
14 obtained. If not included in the notice, the agenda will be available at least seventy-two hours
15 before the meeting and posted on the Albuquerque-Bernalillo County Air Quality Control
16 Board's website at <https://www.cabq.gov/airquality/air-quality-control-board>.

17 **Section 4. Special Meetings.** Special meetings may be called by the Chair of the
18 Albuquerque-Bernalillo County Air Quality Control Board or a majority of the members upon
19 seventy-two hours' notice. The notice for a special meeting shall include an agenda for the
20 meeting or information on how a copy of the agenda may be obtained. The agenda shall be
21 available at least seventy-two hours before the meeting and posted on the Albuquerque-
22 Bernalillo County Air Quality Control Board's website at [https://www.cabq.gov/airquality/air-](https://www.cabq.gov/airquality/air-quality-control-board)
23 [quality-control-board](https://www.cabq.gov/airquality/air-quality-control-board).

1 **Section 5. Emergency Meetings.** Emergency meetings will be called only under
2 unforeseen circumstances that demand immediate action to protect the health, safety and
3 property of citizens or to protect the public body from substantial financial loss. The
4 Albuquerque-Bernalillo County Air Quality Control Board will avoid emergency meetings
5 whenever possible. Emergency meetings may be called by the Chair of the Albuquerque-
6 Bernalillo County Air Quality Control Board or a majority of the members with twenty-four
7 hours' prior notice, unless threat of personal injury or property damage requires less notice. The
8 notice for all emergency meetings shall include an agenda for the meeting or information on how
9 the public may obtain a copy of the agenda. Within ten days of taking action on an emergency
10 matter, the Albuquerque-Bernalillo County Air Quality Control Board will notify the New
11 Mexico Attorney General's Office.

12 **Section 6. Regular Meeting Notice Requirements.** For the purposes of regular meetings
13 described in Sections 2 and 3 of this resolution, notice requirements are met by posting a notice
14 of the date, time, location and agenda in the lobby of the Albuquerque-Bernalillo County
15 Government Center at One Civic Plaza NW, near the intersection of 5th Street and Marquette
16 Avenue NW, Albuquerque, New Mexico 87102 and by posting on the Albuquerque-Bernalillo
17 County Air Quality Control Board's website at [https://www.cabq.gov/airquality/air-quality-](https://www.cabq.gov/airquality/air-quality-control-board)
18 [control-board](https://www.cabq.gov/airquality/air-quality-control-board). An annual calendar with notice of the date, time and location of the Albuquerque-
19 Bernalillo County Air Quality Control Board's meetings shall also be published in one or more
20 newspapers of general circulation in Albuquerque. For regular meetings other than those
21 described in Section 2 of this resolution, notice of the date, time and location of the meeting shall
22 also be published in one or more newspapers of general circulation in Albuquerque at least ten
23 days in advance of the meeting. The Albuquerque-Bernalillo County Air Quality Control Board

1 Liaison shall also provide copies of the agendas to those broadcast stations licensed by the
2 Federal Communications Commission and newspapers of general circulation in Albuquerque,
3 provided these entities have made a written request for notice of public meetings. The
4 Department may also provide notice to the State Records Center for publication in the New
5 Mexico Register.

6 **Section 7. Special and Emergency Meeting Notice Requirements.** For the purposes of
7 special meetings and emergency meetings described in Sections 4 and 5 of this resolution, notice
8 requirements are met by posting a notice of the date, time, location and agenda in the lobby of
9 the Albuquerque-Bernalillo County Government Center at One Civic Plaza NW, near the
10 intersection of 5th Street and Marquette Avenue NW, Albuquerque, New Mexico 87102 and by
11 posting on the Albuquerque-Bernalillo County Air Quality Control Board's website at
12 <https://www.cabq.gov/airquality/air-quality-control-board>. The Albuquerque-Bernalillo County
13 Air Quality Control Board Liaison shall also provide copies of the agendas to those broadcast
14 stations licensed by the Federal Communications Commission and newspapers of general
15 circulation in Albuquerque, provided these entities have made a written request for notice of
16 public meetings.

17 **Section 8. Hearing Notice.** For the purpose of hearings where testimony is sought from
18 proponents, opponents and interested parties, notice requirements shall be in accordance with the
19 New Mexico State Air Quality Control Act, local air quality ordinances, and Air Board
20 procedural regulations. The Air Board staff shall provide written notice to newspapers of general
21 circulation in Albuquerque and Bernalillo County at least thirty (30) days prior to the date of all
22 hearings involving the adoption of, amendment to, or the repeal of a regulation of the Air Board.
23 The Air Board staff shall also post notice on the Albuquerque-Bernalillo County Air Quality

1 Control Board’s website at <https://www.cabq.gov/airquality/air-quality-control-board> if
2 technically feasible at the time. Notice of a hearing of the Air Board can be combined with the
3 notice for a meeting. In addition, notice of proposed rulemaking shall be published in the New
4 Mexico Register at least thirty (30) days prior to the date of the hearing.

5 **Section 9. Cancellations and Changes of Venue and Meeting Time.** Cancellations and
6 changes to meeting times and locations may be announced at prior meetings of the Air Board or
7 following notice requirements of this Resolution.

8 **Section 10. Accessibility.** In addition to the information specified above, all notices shall
9 include the following language:

10 “NOTICE TO PERSONS WITH DISABILITIES OR SPECIAL NEEDS: the Air
11 Board staff will take reasonable measures to provide access to services to
12 individuals with limited ability to speak, write, or understand English or to those
13 with disabilities at no cost to the requestor. If you would like this notice translated
14 into one of seventeen different languages, please go to _____ [insert
15 web site displaying notice of the meeting] and use the Google Translate at the top
16 of the page.

17 “If you have a disability or require special assistance to participate in this
18 meeting, including interpretation, please contact the Albuquerque-Bernalillo
19 County Air Quality Control Board Liaison as soon as possible before the meeting
20 date at 505-768-2601 or 505-768-2637. The Air Quality Control Board Liaison
21 may also be contacted at: City of Albuquerque, Environmental Health
22 Department, Air Quality Program, One Civic Plaza NW, 3rd Floor, Room 3023,
23 Albuquerque NM 87102.

1 “Those in need of hearing assistance may call 711.

2 “The City of Albuquerque, the City of Albuquerque Environmental Health
3 Department, and the Albuquerque-Bernalillo County Air Quality Control Board
4 do not discriminate on the basis of race, color, national origin, age, disability,
5 religion, ancestry, sexual orientation, gender identity, spousal affiliation, or sex. If
6 you believe you have been discriminated against, you may submit a complaint at
7 <http://www.cabq.gov/office-of-equity-inclusion/filing-a-discrimination-complaint>.
8 You may also contact Torri Jacobus at oei@cabq.gov or (505) 768 - 4595.”

9 **Section 11. Closed Meetings.** The Albuquerque-Bernalillo County Air Quality Control
10 Board may close a meeting to the public only if the subject matter of such discussion or action is
11 excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings
12 Act.

13 **Section 11(a).** If any meeting is closed during an open meeting, such closure shall be
14 approved by a majority vote of a quorum of the Albuquerque-Bernalillo County Air Quality
15 Control Board taken during the open meeting. The authority for the closed meeting and the
16 subjects to be discussed shall be stated with reasonable specificity in the motion to close and the
17 vote of each individual member on the motion to close shall be recorded in the minutes. Only
18 those subjects specified in the motion may be discussed in the closed meeting.

19 **Section 11(b).** If a closed meeting is conducted when the Albuquerque-Bernalillo County
20 Air Quality Control Board is not in an open meeting, the closed meeting shall not be held until
21 public notice, appropriate under the circumstances, stating the specific provision of law
22 authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is
23 given to the members and to the general public.

1 **Section 11(c).** Following completion of any closed meeting, the minutes of the open
2 meeting that was closed, or the minutes of the next open meeting if the closed meeting was
3 separately scheduled, shall state whether the matters discussed in the closed meeting were
4 limited only to those specified in the motion or notice for closure.

5 **Section 11(d).** Except as provided in Section 10-15-1(H) of the Open Meetings Act, any
6 action taken as a result of discussions in a closed meeting shall be made by vote of the
7 Albuquerque-Bernalillo County Air Quality Control Board in an open public meeting.

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1 Passed and Adopted by the Albuquerque-Bernalillo County Air Quality Control Board this 14th
2 day of November, 2018.

3 **BY A VOTE OF ___ FOR, AND ___ AGAINST.**

4 Absent:

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10 _____
11 Ms. Michelle Miano, Chair
12 Albuquerque-Bernalillo County
13 Air Quality Control Board

14
15 Attest:

16
17
18

19 _____
20 Dario Rocha,
Secretary to the Air Quality Control Board

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